

# Corporate Health and Safety Policy

July 2016

Ref: HSP/V04/16

EALING COUNCIL

## Table of Contents

<b>PART1: POLICY STATEMENT</b> .....	3
<b>PART2: ORGANISATION</b> .....	4
2.1 THE COUNCIL: .....	4
2.2 ALLOCATION OF RESPONSIBILITY .....	4
2.3 TIER 1: CHIEF EXECUTIVE .....	5
2.4 TIER 2: EXECUTIVE DIRECTORS - Including Lead board member for Health and Safety .	5
2.5 TIER 3 LEVEL MANAGER RESPONSIBILITIES.....	6
2.6 TIER 4 LEVEL MANAGER RESPONSIBILITIES.....	7
2.7 EMPLOYEE RESPONSIBILITIES .....	8
2.8 HEAD OF HEALTH AND SAFETY .....	9
2.9 OCCUPATIONAL HEALTH.....	10
2.10 CONTRACTORS.....	10
<b>PART3: ARRANGEMENTS</b> .....	11
3.1 HEALTH AND SAFETY MANAGEMENT .....	11
3.2 GOVERNANCE STRUCTURE FOR HEALTH AND SAFETY RISK MANAGEMENT .....	11
3.2.1 Health and Safety Board .....	11
3.2.2 Key Performance Indicators.....	11
3.2.3 Directorate Health and Safety Committees.....	11
<b>Appendix A:</b> .....	13
<b>Appendix B:</b> .....	14
<b>Appendix C:</b> .....	14

## Part 1: Policy Statement

Ealing Council is committed to the provision of safe and healthy working conditions for all staff and visitors, the safeguarding of persons entering council premises and using its services. The council regard health and safety as a core management function and will work to ensure the commitment of all staff to the full implementation of this policy, where it should be part of the everyday process of running the authority, and an integral part of the workplace culture.

We recognise and accept health and safety, **(throughout this policy the phrase 'health and safety' includes welfare and well-being)**, is a prime responsibility of senior management, service managers and team leaders who have direct responsibility for activities and employees under their control. Further, this duty extends to ensuring residents and visitors should enjoy safe and healthy access to, and use of, all council services and facilities. It also assists in achieving our priorities contained within the Corporate Plan (2014 - 2018) and Community Strategy (2006 - 2016) and ensures all risks are kept to as low as is reasonably practicable.

It is the council's policy to comply with all relevant statutory and regulatory provisions and to take such additional measures, as it considers necessary.

Increasingly welfare and wellbeing is becoming more important within health and safety management. The council recognises this and is actively working both proactively and reactively to create a positive environment for staff. Staff are at the core of the council's services and if we look after them, we look after the residents and communities in Ealing.


Following the introduction of the Corporate Manslaughter and Corporate Homicide Act 2007 and the Health and Safety (Offences) Act 2008, Ealing Council is committed, as always, to take its obligations under health and safety law seriously and to commit to continual improvement. The council acknowledges it must keep its health and safety management under review, and the way in which activities are managed or organised by Senior Management.

We recognise our responsibilities for creating, promoting and maintaining high standards of health, safety and welfare. However, it is also the duty of all employees to assist the council in achieving these objectives.

This policy applies to all council workplaces and establishments, departments, including community schools, members of the public and others who may be affected by Ealing Councils undertakings and activities.

**Chief Executive**

**Paul Najsarek:** Signed: \_\_\_\_\_



Date: 18 July 2016

**Leader of the Council**

**Julian Bell:** Signed: \_\_\_\_\_



Date: 18 July 2016

**Date of next review is July 2017**

## Part 2: Organisation

The council's Health and Safety Statement of Intent is of little value without the organisation for implementing the good intentions. This will be managed by using the council's existing management systems and structures where practicable. Details of the council's organisational arrangements for health and safety, including responsibility levels of particular posts, are given below and in Appendix A and B.

To achieve compliance we will operate to all legal requirements, established standards, and good practice, and will as far as reasonably practicable:

- Provide plant, equipment and work procedures that are safe
- Provide a safe place of work, healthy working environment and adequate welfare and well-being arrangements
- Demonstrate leadership, commitment and ownership of health, safety and well-being and a commitment to the prevention of work-related injury and ill-health
- Actively seek the involvement and consultation of employees and trade union Representatives on all health, safety and well-being matters
- Provide adequate and appropriate resources to implement the policy, including the provision of competent health, safety and well-being assistance
- Review the policy and management systems as part of an annual review, and regularly audit and monitor compliance
- Provide all employees with comprehensible information, instruction, training, and supervision needed to allow them to work safely and carry out their duties and responsibilities under the policy.

### 2.1 The Council

The council is defined in law as the employer and therefore is the corporate body that has overall responsibility for the health and safety policy and its implementation. The responsibility is discharged through the following organisational arrangements.

Members of the cabinet and other councillors are responsible for ensuring appropriate resources and strategic direction is available to discharge the council's health and safety responsibilities. Members will also monitor the overall performance of the council's health and safety management.

To assist decision making members must be provided with suitable and sufficient information to enable them to give due regard to health and safety matters, such relevant information is contained in cabinet reports.

### 2.2 Allocation of Responsibility

The council is a large and complex organisation with varying levels of management and functionality. In order to provide a simple but effective method of identifying the responsibilities of people at different levels in the management structure a four tier scheme will be adopted; these are defined in 2.3 to 2.6 below. Allocation of roles and responsibilities to officers sitting within tier 3 and 4 management levels will be undertaken by the Executive Directors.

In addition to the four tiers of responsibility there are certain specific functional roles which are identified separately within this part of the policy.

## 2.3 Tier 1: Chief Executive

**2.3.1** The Chief Executive has overall responsibility for health and safety throughout the organisation and in particular for:

- Ensuring the councils health, safety and well-being arrangements are adequately resourced
- Ensuring health, safety and well-being performance is regularly reviewed at board level and the annual health and safety action plan is agreed
- Monitoring the effectiveness of the health and safety policy and arrangements
- Actively promoting a positive health and safety culture across the council
- Ensuring adequate and competent health and safety advice is obtained and available to the council
- Reviewing the results of health and safety audits and arranging the implementation of appropriate actions
- Reviewing the policy annually and arranging for any necessary revisions
- Leading by example and attending health and safety training as required by the health and safety training matrix.

**2.3.2** The Chief Executive will be supported in this role by the corporate board members who will provide a visible, active commitment to effective health and safety management.

**2.3.3** To assist the Chief Executive with their overall responsibilities and provide a strong signal that the issue is being taken seriously and its strategic importance is understood, a member of the corporate board, the Executive Director of Corporate Resources, will be the lead board member, championing the health and safety culture across the organisation.

## 2.4 Tier 2: Executive Directors - Including lead board member for health, safety and well-being

**2.4.1** The Executive Directors are primarily responsible to the Chief Executive for the implementation and effective management of the councils Health and Safety Policy and its arrangements in areas under their control.

**2.4.2** The lead board member for health and safety will assume specific responsibility for:

- a) Taking the lead role on behalf of the Chief Executive to ensure compliance with this policy and its promotion
- b) Chairing the health and safety board to ensure the co-ordination of the councils activities with regards to health and safety (see Appendix B)
- c) Oversee the production of an annual Action Plan for Health and Safety
- d) Advising the council on the requirements and application of resources to achieve compliance with the policy
- e) Supporting the Head of Health and Safety in initiatives that lead to continuous improvement in health and safety.

**2.4.3** Executive Directors are responsible for:

- a) Delegating specific health and safety roles and responsibilities to nominated officers within tier 3 and 4 management levels to undertake within their areas. An up to date schedule of the individuals must be kept and be available for review at departmental health and safety committees and the health and safety board
- b) Taking a leadership role within their directorate to promote and champion health and safety
- c) Monitoring the effectiveness of those with delegated health and safety roles in carrying out those responsibilities

- d) Ensuring the directorate has access to adequate and competent health and safety advice
- e) Ensuring safe systems of work are established and implemented within their directorate
- f) Ensuring premises, plant and equipment for which their directorate has responsibility are adequately maintained and subject to a pre-planned maintenance scheme. This includes monitoring statutory compliance KPIs at their quarterly departmental health and safety committees and ensuring resources are available to guarantee statutory compliance is completed for premises within their responsibility
- g) Ensuring risk assessments and health surveillance, if applicable, are carried out and reviewed according to the management system
- h) Ensuring adequate health and safety training is provided and undertaken by employees
- i) Attending health and safety training as required by the health and safety training matrix
- j) Ensuring appropriate and timely remedial action is taken following an accident and incident reports and investigations are undertaken
- k) Ensuring contractors working within council workplaces and/or for the council have satisfactory health and safety standards
- l) Preparing an annual health and safety plan and co-ordinating its implementation.

## 2.5 Tier 3 Level Management Responsibilities

**2.5.1** Each appointed officer to Tier 3 Level is responsible for the effective management of health, safety and well-being within their area or function, and for those specific responsibilities assigned This level of responsibility includes Head Teachers of community schools, including those school which form part of a PFI contract, where the council is the employer and remains principally responsible for health and safety at work of all employees and others (including pupils). In particular this may include:

- a) Supporting the executive director on all health, safety and well-being matters within their directorate
- b) Appointing managers to take day to day responsibility for health and safety matters on their behalf within their departments (as appropriate)
- c) Ensuring significant health and safety risks are entered on to the departmental risk register
- d) Leading by example to contribute towards a positive safety culture
- e) Attending health and safety training as required by the health and safety training matrix
- f) Providing support to those appointed to be responsible for compliance of buildings/properties owned, occupied or under the control of Ealing Council
- g) Participating in the development of directorate improvement plans and the monitoring of targets on a quarterly basis
- h) Ensuring failure to comply with the requirements of the policy is dealt with appropriately and in a timely manner
- i) Communicating health and safety compliance and best practice within departments to managers and employees on a regular basis
- a) Creating an environment where all employees can actively contribute and take ownership of high health and safety standards
- j) Ensuring all significant hazards and risks are assessed and controlled so far as is reasonably practicable
- k) Ensuring where appropriate local procedures and guidance documents are made available

- l) Ensuring all contractors working on behalf of the council are professional, competent, comply with their statutory obligations and are periodically monitored
- m) Liaising with corporate health and safety, occupational health and trade union representatives on health, safety and well-being matters
- n) In the case of those schools which form part of a PFI contract, to apply the principles outlined in this policy when working with the council and respective PFI contractor to ensure matters affecting health and safety are given due consideration.

**2.5.2 Property:** Ealing Council recognises its responsibility to ensure all buildings/properties under its control are safely managed and maintained, and comply with all appropriate statutory requirements. These specific responsibilities are held by the various departments within the authority and will be delegated to and discharged by specific managers to lead on specified properties within their area of responsibility as follows:

- a) Providing support to those appointed with responsibilities for compliance of buildings/properties owned, occupied or under the control of Ealing Council
- b) Appointing competent persons to provide technical advice, information and support in relation to statutory compliance of buildings
- c) Ensuring every building is supplied with a system for logging all appropriate information relating to the building
- d) Ensuring fire and appropriate building risk assessments are carried out for every building, kept up to date, actions completed and reviewed on a regular basis
- e) Ensuring significant health and safety property risks are entered on to the departmental risk register
- f) Ensuring adequate arrangements are in place for planned preventative maintenance to take place in a timely manner
- g) Ensuring building compliance audits are undertaken, reports produced and action plans progressed through to completion.

## 2.6 Tier 4 Level Management Responsibilities

**2.6.1** This level of responsibility will include: Service heads; managers; supervisors and team leaders, who will have defined health and safety responsibilities for work activities, which may also include the responsibilities set out in 2.6.2 below for premises managers where that manager is a manager in occupation of a building.

Responsibilities will include:

- a) Supporting senior managers on all health, safety and well-being matters within their directorate/department/service
- b) Ensuring all employees within their departments meet the requirements of the health and safety policy
- c) Communicating health and safety compliance and best practice within their departments to employees on a regular basis
- d) Attending health and safety training as required by the health and safety training matrix
- e) Actively encourage employees to contribute to and take ownership of high health and safety standards
- f) Actively encourage employees to report incidents and to take responsibility for reporting hazards and/or removing them where it is safe to do so
- g) Ensuring all significant risks are assessed and controlled to a reasonable level and, where appropriate, escalated to senior managers for entry on the department risk register



- h) Meet the statutory requirements for compliance of buildings/properties they are appointed to be responsible for
- i) Reporting and investigating all minor accidents/incidents occurring within their department in a timely manner, and recording all the findings to prevent reoccurrence
- j) Ensuring all staff in their departments are adequately trained including induction training for all new employees and contractors
- k) Drawing the attention of a senior manager to any health and safety issues they are unable to resolve locally or may affect any other area outside their control
- l) Ensuring periodic workplace inspections are carried out by a service head/team leader or a delegated line manager and invite the trade unions to attend
- m) Ensuring all plant, equipment, substances and materials are safe and suitable for their intended use, and are adequately maintained and controlled
- n) Appointing contractors to undertake work on their behalf that meet the councils' standards for health and safety
- o) Informing all relevant department(s) within the council of any health and safety concerns arising from contracted work
- p) Monitoring the activities of the contractors in accordance with their agreed risk assessment and method statements
- q) Making contractors aware of the health, safety and emergency arrangements relevant to the premises they are working in
- r) Appointing a person to take responsibility for managing the contractors and projects within their scope

**2.6.2 PREMISES MANAGERS:** In each property owned/occupied/controlled by Ealing Council, an officer will be delegated with a monitoring role to “close the circle” and ensure property legal compliance. The “Premises Manager” will be an existing manager (See section 2.6.1 above) who is providing services/using the property they are responsible for. In premises occupied by more than one Ealing department an agreement must be reached as to who the “Premises Manager” will be. In particular their duties will be to:

- a) Ensure there is access to a property log containing records of statutory inspections, surveys, fire risk assessment, fire evacuation arrangements and planned preventative maintenance documentation, and it is complete and up-to-date at all times
- b) Co-ordinate fire and emergency evacuation arrangements with all building occupants
- c) Report matters of non-compliance to the appropriate property department/service and monitor actions
- d) Further to c) above, where matters are not resolved in a timely manner, escalate the non-compliance to the appropriate senior management team
- e) Act as the point of contact for any construction, maintenance and/or renovation works to ensure the safety of staff, visitors and/or contractors
- f) Act as the point of contact and ensure the permit to work system is operating effectively
- g) Attending health and safety training as required by the health and safety training matrix
- h) Appoint a deputy to carry out the “Premises Manager” responsibilities in their absence.

## 2.7 Employee Responsibilities

**2.7.1** All employees have a legal obligation to take reasonable care for their own health and safety and that of others who may be affected by their actions e.g. colleagues, contractors, visitors, delivery staff. Employees will:

- a) Co-operate with management to enable the council to comply with its legal requirements, corporate and where implemented local departmental safety policies, procedures and practices



- b) Use all safety equipment and devices provided for their protection, and will not intentionally or recklessly interfere with or misuse them
- c) Immediately report any damage, loss or malfunction of any item of safety equipment to their line manager
- d) Comply with safe systems of working as detailed in risk assessments
- e) Bring to the attention of their line manager any activities or conditions which have not been adequately controlled
- f) Immediately report all accidents, incidents, hazardous conditions, dangerous occurrences or near misses and any inadequacies in any safety procedures to their line manager
- g) Immediately stop any work activity that is considered significantly hazardous or dangerous and inform their line manager straightaway
- h) Undertake any necessary training, as directed by their line manager and following the corporate health and safety team's matrix to enable them to carry out their work without risk to their health or safety
- i) Immediately involve their line manager or supervisor if they consider they are undertaking, or are expected to undertake, something for which they are not adequately trained, qualified or equipped.

**2.7.2** It is acknowledged that trade union representatives have a duty to protect the health, safety and welfare of all employees and not just their trade union members whom they represent both collectively and individually.

## 2.8 Head of Health and Safety

**2.8.1** The head of health and safety (supported by an advisory team) is responsible for co-ordinating many health and safety activities and for acting as the primary source of health and safety advice within the council.

The responsibilities specifically include:

- a) Providing competent advice to the corporate board, executive directors, and all tiers of management on all health and safety matters
- b) Advising the council on all aspects of statutory compliance and good working practice
- c) Developing, maintaining, monitoring and reviewing the effectiveness of the councils safety management systems, including associated policies, procedures, protocols and guidance
- d) Reviewing and amending the councils health and safety policy for agreement by the Chief Executive, corporate board and trade unions on an annual basis
- e) Ensuring significant health and safety risks are entered on to the corporate health and safety risk register and, where appropriate, are escalated on to the strategic risk register
- f) Developing and maintaining databases for the collection of reactive and proactive information and its provision to the directorates via the health and safety board, the health and safety committees and as required
- g) Undertaking serious accident/incident investigations in conjunction with the enforcing authorities, executive directors and departmental managers
- h) On behalf of all council departments to submit reports as required by *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*
- i) Maintain liaison with enforcement agencies such as the Health and Safety Executive (HSE) and London Fire Emergency Planning Authority (LFEPA)
- j) Ensuring health and safety advisers provide support to managers in their undertaking of risk assessments and putting in place adequate control measures

- k) Developing the health and safety training strategy, identifying mandatory and role specific training needs, and advising on such training to ensure the competency of training providers, internal and external.

In addition, health and safety advisers have authority to act on behalf of the Chief Executive to stop a work activity if it contravenes agreed standards and presents a serious and imminent risk of injury.

## 2.9 Occupational Health

**2.9.1** Occupational health and well-being is an essential part of the councils business and integral to good health and safety management. The occupational health service is responsible for:

- a) Providing an advisory service on all occupational health matters to all council departments.
- b) Working with the corporate health and safety team on matters relating to the health of employees.

## 2.10 Contractors

**2.10.1** Contractors employed by Ealing Council include, but not exclusively, the following groups:-

- Agency workers
- Consultants
- Volunteers
- Work experience staff
- Return to work initiatives
- Training scheme
- Apprentices
- Self-employed workers.

**2.10.2** All contractors appointed to undertake works on behalf of Ealing Council are required to:

- a) Comply with all our statutory requirements and legal obligations placed upon them in the course of their work
- b) Demonstrate leadership, commitment and ownership of health and safety
- c) Create a safe working environment by identifying and minimising the risk of injury or ill health
- d) Recognise and accept responsibility for the health and safety of all those who may be affected by or exposed to risks because of our operations or activities
- e) Carry out work in accordance with the risk assessment and safe method of working agreed with the council
- f) Comply with the councils health and safety policies, procedures and all requirements as appropriate to their operations
- g) Comply with the health, safety and hygiene conditions specified in the contract and with all other statutory requirements
- h) Only employ persons who are competent to carry out their duties without risk to the health and safety of themselves and others
- i) When appointing subcontractors (if prior approval given) to carry out all or part of the work, check their level of competence and ensure they comply with the same standards of work and requirements

- j) Report all serious accidents/incidents to the agreed responsible council manager for the premises, work activity or contract immediately.

## **PART 3: Arrangements**

### **3.1 Health and Safety Management**

**3.1.1** The delivery of the council's policy is primarily through its service areas (directorates). Each service area of the council is responsible for implementing its own arrangements for the management of health and safety risks based on risk profiling, assessments and in accordance with the councils' corporate health and safety protocols, procedures and guidance. These documents are available to all employees on the [Intranet](#).

**3.1.2** The council's strategy is influenced by the health and safety executives "Successful Health and Safety Management" approach to developing and implementing a robust health and safety system that controls risks and protects its employees and others from harm.

The council will strive to:

- Integrate the management of health and safety into new and existing performance measurement and management systems
- Gain increased participation of employees and their representatives in raising workplace health and safety standards through improved communications and consultation with trade unions
- Increase working in partnership to increase the influence of the public sector on the councils contractors
- Improve the quality of information on health and safety to facilitate benchmarking and other performance measurement systems
- Improve the rigour of the council's annual reviews of health and safety performance.

### **3.2 Governance Structure for Health and Safety Risk Management**

The Governance Structure for Health and Safety Risk Management (Appendix A) maps out the organisational structure, reporting and monitoring lines.

#### **3.2.1 Health and Safety Board**

The Health and Safety Board is the lead forum for health and safety risk management reporting directly to the corporate board. The terms of reference for the board (Appendix B) set out the purpose and objectives for the board, its membership and meeting arrangements.

#### **3.2.2 Key Performance Indicators**

Key performance indicators (KPIs) will be set by the health and safety board and cascaded to the directorate health and safety committees for compliance. These will be reviewed at each meeting and will form the basis of monitoring activity back to the health and safety board and, by exception, reporting to the corporate board.

#### **3.2.3 Directorate Health and Safety Committees**

**3.2.3.1** The directorate health and safety committees are responsible for consulting employees and development, standardisation and review of health and safety management within their areas of responsibility. The committees are chaired by the relevant executive director and membership includes: All areas of the constituent

departments together with trade union and employee representatives; the corporate health and safety team; and other specialist departments. The committees report quarterly to the health and safety board and, as required, to the corporate board.

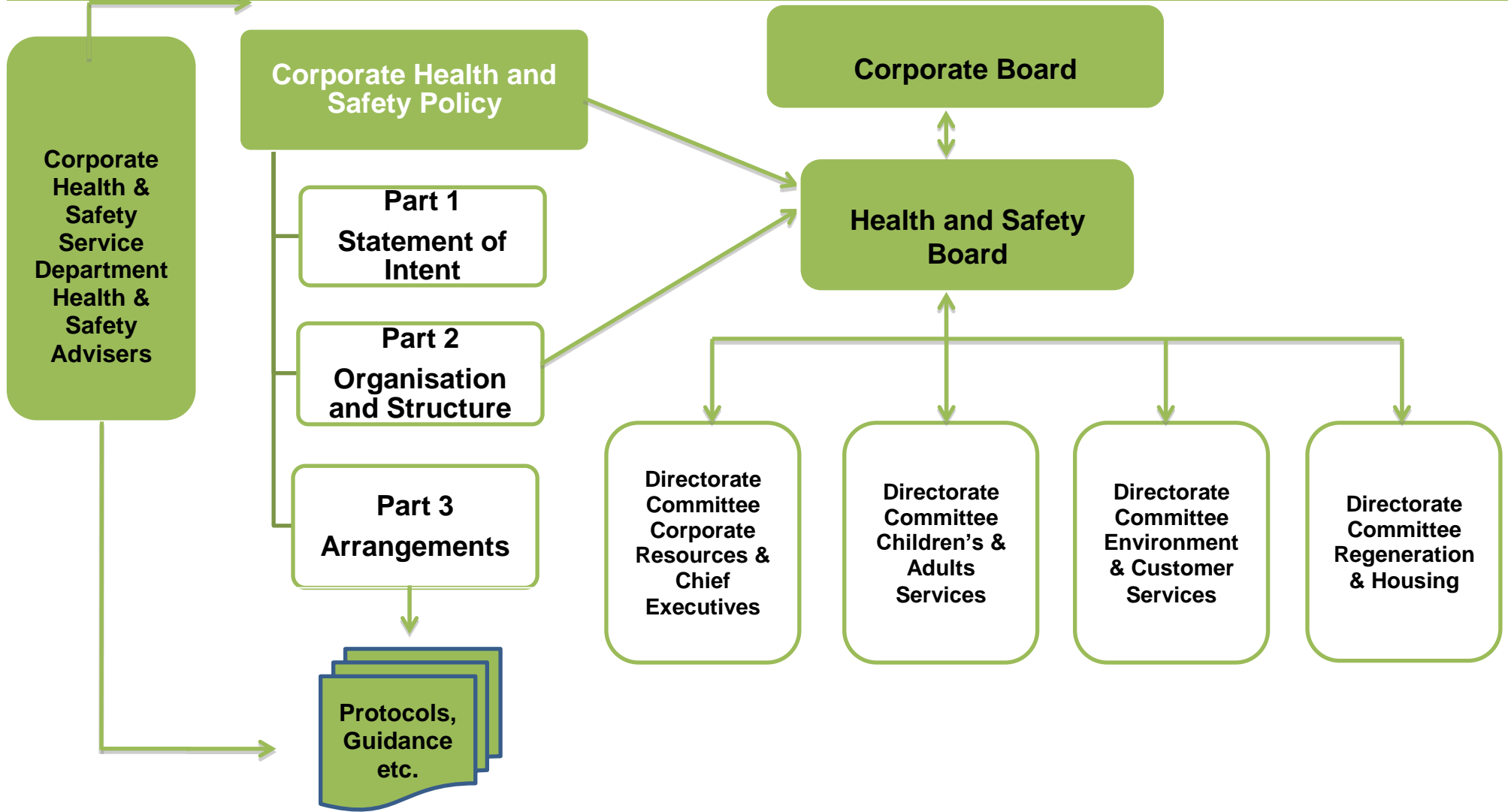
**3.2.3.2** The committees should ensure:

- a) The implementation of and compliance with the policy is monitored, with particular emphasis on the key performance indicators
- b) Any data or information on local accidents, notifiable diseases, injury, ill health trends, dangerous occurrences and near misses are reviewed. Ways to avoid the accident or injury occurring again should be discussed, making recommendations on timely preventive action as required
- c) All safety reports are examined on a similar basis as above
- d) The effectiveness of employee training, content and delivery of such training is monitored
- e) The frequency, adequacy and application of communication of health and safety issues and matters are monitored.

Good leadership and communication is the key element for an effective working health and safety committee.

**Appendix A:**

**Existing Health and Safety Management in LB Ealing**



## Appendix B:

### Health and Safety Board

#### Purpose, Objectives and Membership

##### **Purpose:**

The board is accountable to the corporate board for the:-

- Strategic delivery of the health and safety management system across the council
- Promoting co-operation between the employer and employees in investigating, developing and implementing measures to ensure the health and safety of all employees and others who may be affected by our activities
- The resolution of council-wide issues which cannot be dealt with at directorate health and safety committees.

##### **Objectives:**

- Oversee and plan the implementation of the safety management system
- Co-ordinate strategic health and safety risk assessment
- Annually review all the risks that get escalated from the directorate health and safety committees and see if they need adding to the corporate health and safety risk register
- Review the corporate health and safety risk register quarterly and check the correct one(s) are escalated to the strategic risk register
- Develop and review the corporate health and safety policy and associated arrangements, guidance and procedures and make recommendation for future policy
- Develop, agree and monitor key performance indicators (KPIs) to demonstrate delivery of the safety management system through the directorates
- Monitor and oversee the Cautionary Contacts Database to demonstrate adherence to data protection law as well as health and safety law
- Oversee and co-ordinate health, and well-being initiatives for staff welfare
- Provide assurance to the Corporate Board, through monitoring and reporting
- Champion the communication of policy and initiatives.

##### **Membership:**

- The Chair of the board is the executive director for corporate resources
- Safety Liaison Officers (SLO) from each directorate
- Advisers to the board will be the head of corporate health and safety, director of legal services and democratic services, risk management representative and the insurance manager
- The board shall co-opt as necessary suitable specialist advisers
- The board shall set up working groups as appropriate.

##### **Frequency of Meetings:**

The health and safety board will meet on a quarterly basis.

##### **Administration:**

- Secretarial services will be provided by the chair.

- The board secretary will agree the agenda with the chair and circulate to board members. Items for discussion are to be submitted to the secretary by an agreed closing date
- No business other than that appearing on the agenda shall be transacted at any meeting unless its introduction as a very urgent item is agreed
- The minutes and action register shall be drawn up by the secretary as soon as possible after each meeting, circulated and posted on the Intranet.

**Agreed for the Health and Safety Board:**

Signed by the Chair: Ian O'Donnell	
Job Title:	Executive Director of Corporate Resources
Dated:	15 March 2016
Review date:	March 2017



## Appendix C: Management/Consultative Process

